



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 10 - 086

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **Anti-Fraud Security Investigator, FSN-9; FP-5**
(Salary approx. Tk. 62,000 per month)

OPENING DATE: **November 29, 2010**

CLOSING DATE: **December 12, 2010**

WORK HOURS: Full-time; 45 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking an individual for the position of **Anti-Fraud Security Investigator** for its for its Regional Security Office.

BASIC FUNCTION: The incumbent is responsible to assist the Assistant Regional Security Officer-Investigator (A/RSO-I) in combating fraud in international travel documents, alien smuggling, and terrorist travel, in accordance with the approved policy. S/he assists in the management of investigative portfolio involving primarily subjects suspected of criminal travel document fraud violations against the United States and Bangladesh.



S/he liaisons with staff of Embassies, High Commissions and non-governmental agencies to improve the effectiveness of fraud and criminal activity detection and investigation. S/he is differentiated from other security investigators at post by the nexus to consular fraud investigations. Occasional overnight travel may be required.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Criminal/Special Investigations:

- ✚ Assists in the day-to-day management of the criminal anti-fraud program at post. Assists with sensitive investigations, including those involving individuals or groups engaged in human trafficking and smuggling, suspected terrorist activity, internal malfeasance, and organized crime (counterfeiting and forgery).
- ✚ Conducts research and performs investigations with the aim of detecting and investigating fraud in international travel documents, alien smuggling, human trafficking, and terrorist travel as directed by the A/RSO-I.
- ✚ Tracks local arrests or detentions of criminals or terrorists and obtain biographical data on subjects of interest. Develops and maintains a comprehensive case management and tracking databases, collects criminal evidence in accordance with U.S. laws and practices. Conducts professional, independent and/or joint subject interviews, and often alongside local police. Provides translation and interpreter services as appropriate. Routinely writes detailed reports regarding research, interviews, evidence collection and investigative findings.
- ✚ Works with confidential sources as well as officials from other local government law enforcement entities, and shares information to aide official investigations as directed by the A/RSO-I. Assists in transferring official reports of investigation and criminal evidence to the appropriate Bangladesh authorities and other foreign law enforcement authorities as prescribed and authorized under U.S. and Bangladesh law. May requires to testify before Bangladesh and or U.S. court in a cases involving criminal prosecution.

B. Liaison and Training:

- ✚ Develops and maintains close professional relationships with a variety of and working to senior-level counterparts within Bangladesh, to include the private industry, non-governmental as well as local and national level



entities relating to immigration and security of Bangladesh's land borders and ports of entry.

✚ Collects and analyzes data regarding fraud and terrorism trends at post for the purpose of training and information sharing. Develops and presents multimedia presentations relating to fraud detection/prevention techniques to consular staff, local police, immigration and airline contacts throughout Bangladesh.

D. Support to RSO Operation:

✚ The incumbent will assist, coordinate and manage other projects as directed by ARSO-I.

QUALIFICATIONS REQUIRED:

1. Education: A Bachelor's degree in law, political science, public administration, history, sociology, psychology or in computer science. *(You must attach a copy of your bachelor's degree certificate with your application form.)*

2. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English and Bangla is required. Able to serve as interpreter for English speaking colleagues. English and Bangla language proficiency will be tested.

3. Prior Work Experience: At least four years experience in security related investigations or research and analysis is required.

4. Knowledge: Familiarity with elements of U.S. and Bangladesh criminal statutes regarding visa fraud, passport fraud, document fraud, identity theft, bribery, extortion, conspiracy, misrepresentation, and malfeasance. S/he will be proficient in analyzing international travel documents and detecting anomalies such as signs of forgery, alteration, or counterfeiting. S/he must possess a thorough understanding of Bangladeshi culture and social environment.

5. Skills and Abilities: Must have the training or skills and experience necessary to conduct sensitive investigations entails all aspects of the investigative cycle: planning, investigating, fact-finding, evaluating, and writing chronological and detailed reports of investigations. Proficient in MS Word, PowerPoint, Excel, and Access. Possess the job knowledge and social skills required to maintain extensive and effective contacts with senior and mid-level officials of local law enforcement and other government agencies. Exercises initiative and resourcefulness in obtaining



information and criminal evidence for use in a court of law, and will draft concise, structured reports that isolate key points of complex investigations.

SELECTION PROCESS:

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in their application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)



2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete application forms, attach a passport size photograph, copy of National/Voter ID and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

All candidates must submit the Universal **Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at http://dhaka.usembassy.gov/job_opportunities.html

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500 (between 10am to 11am Sunday thru Thursday)



DEFINITIONS:

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)



or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:



- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: December 12, 2010

NOTE: *“Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.”*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

HRO: x

RSO: x

CONS: x

FMO: x

MGT: x